

DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE SECRETARY
OFFICE OF PROPERTY AND CONSTRUCTION

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

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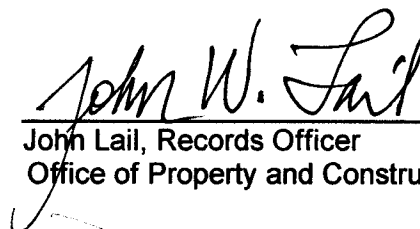
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



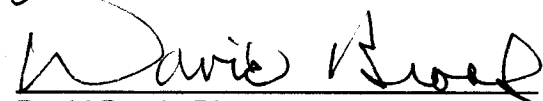
Anna Wasdell, Chief Records Officer
Department of Health and Human Services



John Lail, Records Officer
Office of Property and Construction

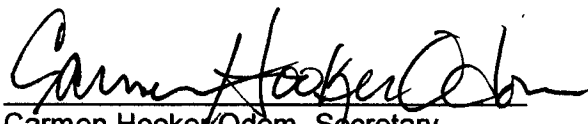


Terry Hatcher, Director
Office of Property and Construction



David Brook, Director
Division of Historical Resources

APPROVED



Carmen Hooker Odom, Secretary
Department of Health and Human Services



Lisbeth C. Evans, Secretary
Department of Cultural Resources

December 20, 2004

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Item 17002. COUNCIL OF STATE APPROVALS FILE. Memorandums from the Council of State notifying the Department of Health and Human Services of leases and other real property matters which have been approved.

DISPOSITION INSTRUCTIONS: Destroy in office after 7 years.

Item 17003. ALPHABETICAL INSTITUTION GENERAL CORRESPONDENCE FILE.

Correspondence written and received by the Property and Construction Officer concerning property administration for the Department of Health and Human Services.

DISPOSITION INSTRUCTIONS: Records transferred to the Construction Projects Active File (Item 46754) or Construction Projects Inactive File (Item 46755) as appropriate.

Item 17005. ENERGY CONSERVATION PROJECT FILE. Records in paper and electronic formats concerning correspondence of conservation meetings and minutes of meetings. File includes official copies of information regarding a Department of Health and Human Services Energy Management Plan and recommendations for saving energy by the Real Property Officer. (File maintenance and backup procedures conducted by Division of Information Resource Management (DIRM).)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records when reference value ends. Transfer paper records to the State Records Center after 3 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 46754. CONSTRUCTION PROJECTS ACTIVE FILE. Records concerning capital improvement projects funded by agency appropriations. File includes design agreements, construction contracts, contract award letters, amendments, building plans for renovations, budget cost estimates, budget revisions, funding information, correspondence, project identification numbers, and other related records. Budget cost estimates, budget revisions, contract award letters, amendments, and correspondence are entered into Property and Construction Budget Database (Electronic) File (Item 46829) and routinely updated. (Comply with applicable provisions of G.S. 132-1.7 regarding confidentiality of building plans.)

DISPOSITION INSTRUCTIONS: Transfer to Construction Projects Inactive File (Item 46755) when project is closed if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, transfer after completion of action and resolution of issues involved.

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Item 46755. CONSTRUCTION PROJECTS INACTIVE FILE. Records concerning inactive capital improvement projects funded by agency appropriations. File includes design agreements, construction contracts, contract award letters, amendments, building plans for renovations, budget cost estimates, budget revisions, correspondence, project identification numbers, funding information, and other related records. (Comply with applicable provisions of G.S. 132-1.7 regarding confidentiality of building plans.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 46828. MASTER PROJECTS DATABASE (ELECTRONIC) FILE. Electronic records concerning capital improvement projects for the Department of Health and Human Services. Electronic file includes correspondence, budget cost estimates, budget revisions, contract award letters, and amendments. Data is entered into this database from the Office of State Construction and the Office of State Budget. (File maintenance and backup procedures conducted by Division of Information Resource Management (DIRM).)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 46829. PROPERTY AND CONSTRUCTION BUDGET DATABASE (ELECTRONIC) FILE. Electronic records concerning budget information related to capital improvement projects. Electronic file includes appropriations, design and construction costs information, and information on budget transfers. Data is entered into this database from Construction Projects Active File (Item 46754) and Office of State Budget and Management Transfer Approvals File (Item 47008). (File maintenance and backup procedures conducted by Division of Information Resource Management (DIRM).)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after project is closed if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 47001. DISPOSITION FILE. Records concerning property dispositions involving Department of Health and Human Services property. File includes easements, sale of land, and other land dispositions.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

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Item 47002. INSURANCE FILE. Records concerning state-owned buildings and contents insurance coverage. File includes all-risk lists of covered items, insurance guidelines, and related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office 7 years after termination or expiration of policy if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 47003. LEASE (ACTIVE) FILE. Leases concerning all current leased office space. File includes lease agreements, specifications, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to Lease (Inactive) File (Item 47004) when leases expire.

Item 47004. LEASE (INACTIVE) FILE. Records concerning inactive leases of past leased agency offices. File includes lease agreements, specifications, and related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office 7 years after expiration of lease if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 47005. PROPERTY FILE. Records concerning property issues in the agency. File includes legal references, regulations, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 47006. RECYCLING FILE. Records concerning agency recycling program. File includes annual reports, quarterly reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 7 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

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Item 47008. OFFICE OF STATE BUDGET AND MANAGEMENT TRANSFER APPROVALS

FILE. Records concerning capital improvement projects. File includes correspondence justifying and explaining transfers of funds for capital improvement projects. Records are entered into the Property and Construction Budget Database (Electronic) File (Item 46829) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.